Managing Preparedness Grants Using EGMS

VDEM'S Electronic Grant Management System
- Helpful Tips
- Upcoming Revisions

VDEM PREPAREDNESS GRANT MANAGEMENT OFFICE

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- PROGRAM SUPPORT TECHNICIAN
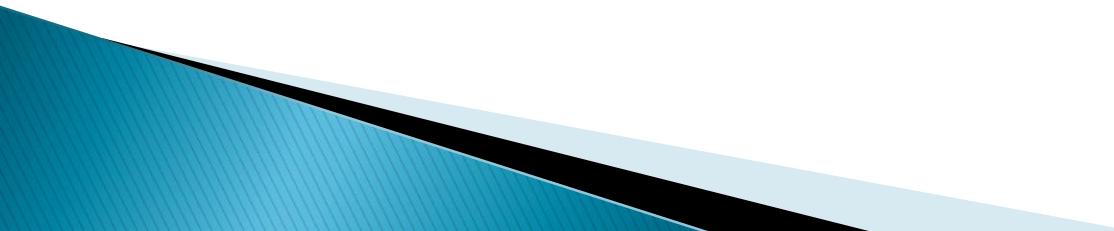 - SHERONDA JOHNSON

FIRST!
MOST IMPORTANT!

- THANKS! YOU'RE DOING A GREAT JOB
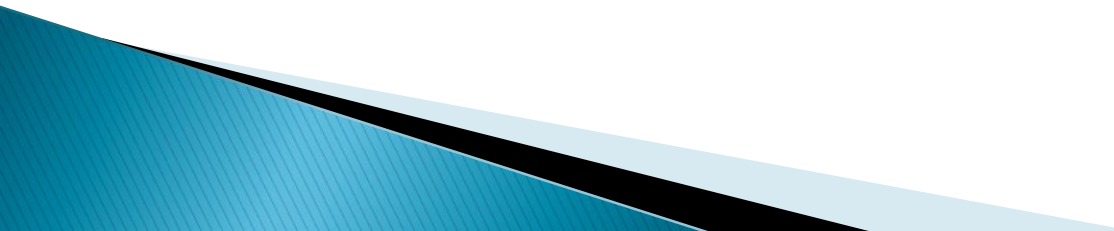- We went from zero to 390 users in one year.

EGMS TOP 10 LIST

>> Most Common Trouble Spots

TOP 10 EGMS TROUBLE SPOTS

1. I can't find my grant application!

2. I entered my project A – what am I supposed to do now?

3. Sometimes I can't add items from a certain category to my budget.

4. My application was rejected because I put all my expenses for managing my PROJECT in M&A. What is M&A anyway?

5. I can't encumber some of my budget line items – and why are they pink?

TOP 10 EGMS TROUBLE SPOTS

6. I encumbered my budget line item a while ago but I didn't get reimbursed.

7. My reimbursement request was rejected because I didn't attach documents – what did I forget to do?

8. I put two items on my encumbrance but only one is ready for reimbursement. What do I do?

9. Too much match!

10. I can't find where to enter my project proposal on eGMS.

I CAN'T FIND MY APPLICATION ON EGMS

Check to see what subrecipient your eGMS account is linked to.
Ask your Grant Administrator what subrecipient the funds are listed under.
The funds can be moved if you haven't started the application yet.

I STILL CAN'T FIND MY APPLICATION

SOMEONE ELSE IN YOUR AGENCY MAY HAVE STARTED OR EVEN COMPLETED IT.

LOOK THROUGH THE TOP TABS TO SEE IF YOU CAN FIND IT.

Why can't I add certain items to my budget?

If you don't select an equipment objective, you won't be able to add equipment to your budget.

The equipment radio button is not available for you to select – so you're not able to submit the item.

My application was rejected because I put my *program* management expenses under M&A

Allowable Planning Costs
Developing hazard/threat-specific annexes that incorporate the range of prevention, protection, response, and recovery activities
Developing and implementing homeland security support programs and adopting ongoing DHS national initiatives
Developing related terrorism prevention activities
Developing and enhancing plans and protocols
Developing or conducting assessments
Hiring of full- or part-time staff or contract/consultants to assist with planning activities (not for the purpose of hiring public safety personnel fulfilling traditional public safety duties)
Conferences to facilitate planning activities
Materials required to conduct planning activities
Travel/per diem related to planning activities
Overtime and backfill costs (in accordance with operational Cost Guidance)
Other project areas with prior approval from FEMA
Issuance of WHTI-compliant tribal identification cards

Allowable Management & Administrative Costs
Hiring of full- or part-time staff or contractors/consultants to assist with the management of the respective grant program, application requirements, and compliance with reporting and data collection requirements
Development of operating plans for information collection and processing necessary to respond to FEMA data calls
Overtime and backfill costs
Travel
Meeting related expenses
Authorized office equipment
Recurring expenses such as those associated with cell phones and faxes during the period of performance of the grant program
Leasing or renting of space for newly hired personnel during the period of performance of the grant program

Planning is for managing the program

M&A is for managing the grant itself

I DON'T SEE WHERE I'M SUPPOSED TO ADD ITEMS

After entering your project you return to this page. You can add a Project B if you have an EHP screening that will cause a delay in approval. Just hit "Next" at the bottom if you don't need another project

I CAN'T ENCUMBER SOME OF MY BUDGET ITEMS

ITEMS THAT ARE HIGHLIGHTED IN PINK HAVE BUDGET MODIFICATIONS PENDING. YOU WON'T BE ABLE TO ENCUMBER THEM UNTIL THE MODIFICATION IS APPROVED

REJECTED: No Documents attached. What did I forget to do?

Remember the final step in attaching documents is to hit the attach button.

I entered my encumbrance but I haven't been reimbursed.

The encumbrance tab lets you enter purchase information to show obligation. You will also need to provide proof of purchase and proof of payment before you can get reimbursed.

The reimbursement tab will allow you to enter invoices and proof of payment – then you can submit your reimbursement request by hitting the "submit for review" button at the bottom of the data entry page.

I put two items In my encumbrance but only one is ready for reimbursement. What do I do?

An encumbrance must be fully completed before funds can be requested.

Items entered as match will not be reimbursed

We've seen encumbrances/reimbursements where all line items are input as match. If you want to be reimbursed for a line item you need to answer **NO** to the encumbrance question: "Select whether this item is for matching funds"

Question: where in eGMS do I enter my project proposal? Answer: Not in eGMS

- **eGMS**
- The **eGMS** is for submitting your grant application budget, managing your grant and requesting reimbursements.
- You enter information into eGMS after you receive an allocation letter.

https://www.ttegms.com/virginia/login.cfm

- **Project Proposal Portal**
- Project Proposals are to submit ideas to the selection committee for consideration.
- If your idea is funded you'll receive an allocation letter.
- Your eGMS password does not work in the Portal.

https://vmasc-as02.vmasc.odu.edu/fmi/iwp/res/iwp_home.html

Upcoming revisions to eGMS

» •Uploading your own applications
•Online quarterly reports
•Automatic grant adjustment notices

Step 4. Project Expenditures

All expenditures for the project(s) entered in Step 3 are to be entered here and aligned with objectives from those projects. Items must be entered to the exact amount of the total award budget. Adjustments to these expenditures may be made later as the expenditures are encumbered.

✓ This step is complete   View/Edit

Step 5. Applicant agreement

Please carefully read the terms of the agreement before submitting your application to OEMA.

✓ This step is complete   View/Edit

Step 6. Print and Upload Signed Grant Documents

Before clicking **SUBMIT application to OEMA** below, please print and review a copy of your application. After you confirm that no additional revision is necessary, please sign the application and use a scanner to make a PDF copy of the signed application. Please upload the signed application using the below upload functions. After uploading the signed document, please click SUBMIT to OEMA. Your application cannot be reviewed or approved by OEMA until they receive a signed copy of the application.

🖨 Click here to print your application

Application Documents	**Upload Document**
No documents have been uploaded.	

If you are unable to scan and upload a signed copy of the application and plan to send the signed application to OEMA in hard copy, this step may be skipped and a paper copy may be sent to the following address:

Ohio Emergency Management Agency
Attn: [Your Grant Administrator's name]
10501 Trade Court
Richmond, VA 23236

Step 7. Submit application to OEMA

✓ Your grant application is complete and can be submitted to OEMA.

After you press the "SUBMIT TO OEMA" button, you will no longer be able to modify your application.

SUBMIT TO OEMA

UPLOADING APPLICATION DOCUMENTS

A new Checklist Step will allow uploading the POC form, EHP form and other application documents

New EGMS Quarterly Report

The following report serves as a summary of the Subgrantee Progress Report Report of **Adams County Fire Department**, Grant **Adams County Fire Department - CBRNE Response - October 15, 2012** on **09/10/2013**.

* - Indicates Information Required for Completing Monitoring Report

Page 1

Report Information

* ☑ Identify the performance period of this report:
- ◉ Oct 1-Dec 31 (due Jan 15)
- ○ Jan 1-Mar 31 (due Apr 15)
- ○ Apr 1-June 30 (due July 15)
- ○ July 1-Sep 30 (due Oct 15)

* ☑ Is this a FINAL/CLOSEOUT report for this grant?
- ○ A. Yes
- ◉ B. No

☑ IF YES, are copies of deliverables attached (plans, trip reports, AAR's, assessments, etc.)?
- ○ A. Yes
- ◉ B. No

☑ IF YES, enter the amount of funds being forfeited (not expended):
```
this is a test
```

Financial Progress

* ☑ How much has been encumbered (obligated) to date?
```
test
```

* ☑ How much has been expended to date?
```
test
```

Programmatic Progress

* ☑ Milestone 1:

Modifications

* ☑ Do you anticipate any changes to your original goals/objectives?
- ○ A. Yes
- ◉ B. No

☑ IF YES, will these changes/modifications prevent the organization from completing the project within the approved period of performance?
- ○ A. Yes
- ◉ B. No

☑ Are there any changes in Key Personnel (Project Mgr, Finance staff, etc.)
- ○ A. Yes
- ◉ B. No

☑ Please list the changes you anticipate (or have undergone) in the project or Key Personnel:
```
test
```

If you are finished with this section , please navigate using the Save buttons below. If you would like to close this window, use the Save & close form button. Otherwise, form data will not be saved.

[Save & close form]   [Save & go to next Section >>]

- New System Generated Grant Adjustment Notice
- Payment Transaction Data Will Display
- Automated Reimbursement Processing

EGMS IMPROVEMENTS

ANY QUESTIONS?